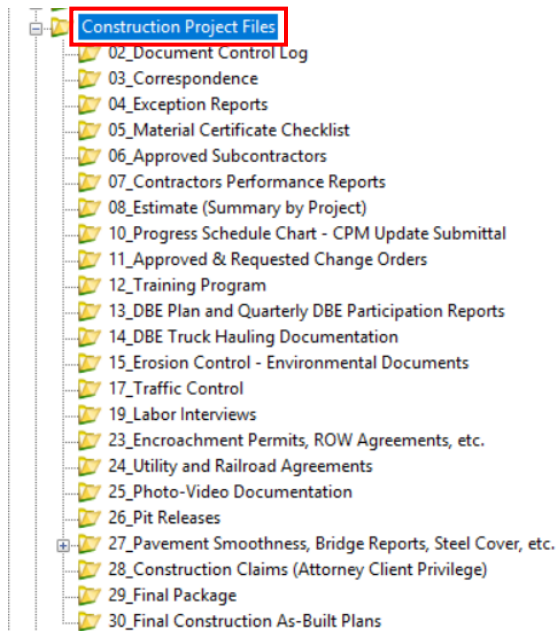


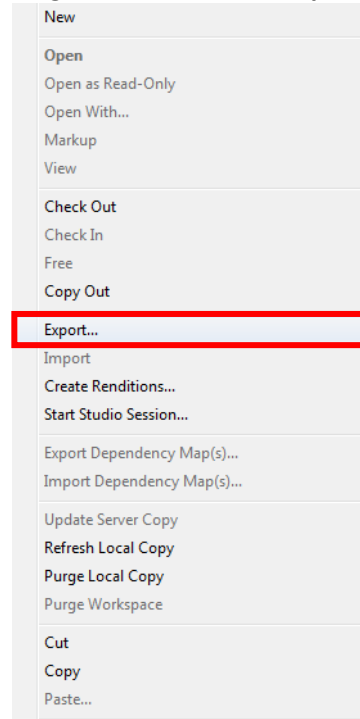
## Open Records Requests Workflow

Below are the instructions for processing Open Records Requests (ORR) for projects in ProjectWise.

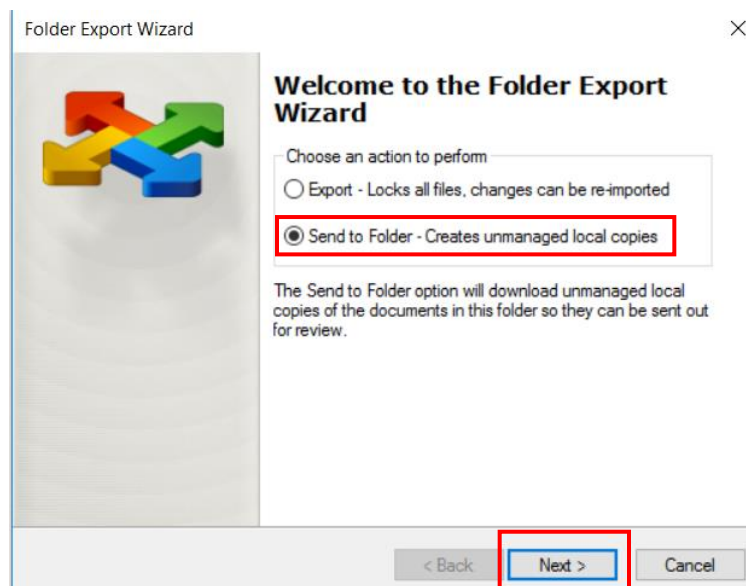
1. Click on the root folder from which you want to export all subfolders and files.



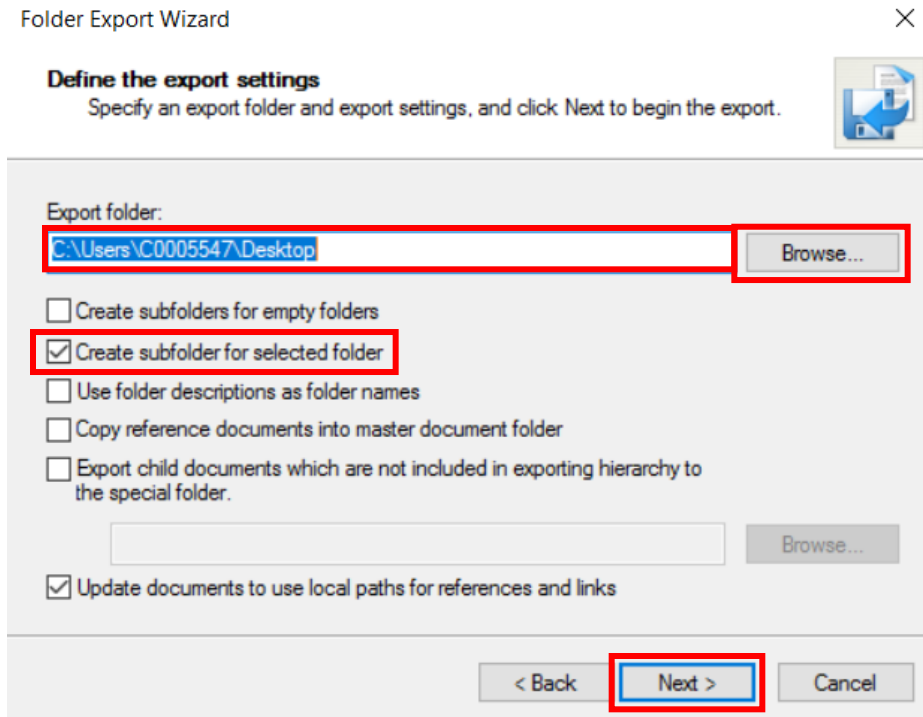
2. Right-click and select **Export**.



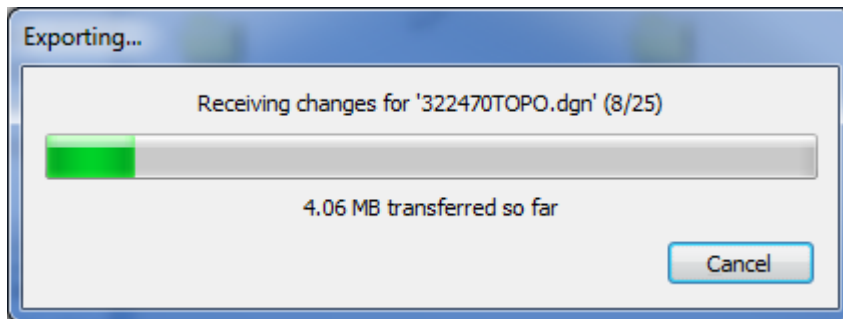
3. When prompted, choose “**Send to Folder**” – Creates unmanaged local copy, then click on **Next**.



- Click on **Browse** to browse to a folder location to place the exported files. After selecting the export location, make sure your settings match the ones below and click on **Next**.



- Exporting of files from ProjectWise to your specified export location begins.



- When the exporting of documents completes, click **Finish**.
- Navigate to where the files were exported and clean out any files/folders you do not want to be viewed.
- Once the ORR is complete, delete the files/folders exported to avoid duplicate files being available outside ProjectWise.**